



Department of Human Resources & Civil Service

Continuous Recruitment Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

C-1202-06

Custodian

Application Fee: **\$15.00**

Examination Date: **December 2, 2006**

Closing Date for Filing: **October 25, 2006** – Applications must be filed in our office or postmarked by this date

Salary: **Varies by Jurisdiction**

Employment Opportunities: **This title is used in all Monroe County suburban school districts; Towns of Gates, Irondequoit and Pittsford and the Monroe County Water Authority. The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Note: This title is not used in the Rochester City School District.

A promotional examination is also being offered for qualified employees of B.O.C.E.S. #1 and the West Irondequoit Central School District.

Minimum Qualifications:

Completion of a standard grade school course and one (1) year of paid full-time or its part-time equivalent* experience in building cleaning and maintenance work or any combination of training and experience sufficient to indicate ability to do the work. In jurisdictions where a Custodian is expected to operate a school bus a New York State Drivers License Class D is required.

Special Requirements:

When assigned to Brockport and Spencerport Central School District candidates must possess a Class III Stationary Engineer's license within eighteen (18) months of appointment to the position.

When assigned to Spencerport Central School District candidates must obtain a New York State Health Department "Spa and Pool Operator" Certificate within eighteen (18) months.

* part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

Applicants must be residents of Monroe County for at least four (4) months at the time of examination. Candidates who live outside of Monroe County, but within a school district whose civil service is administered by Monroe County, may apply to take the examination, but will only be eligible for appointment to positions in the school district. Please indicate the school district in which you live on your application.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This position is responsible for performing routine cleaning and semi-skilled repair and maintenance tasks. The work involves responsibility for the condition of a public building or an assigned section of a building. The employee reports directly to and works under the general supervision of a Head Custodian or other senior staff member. Direct supervision may be exercised over one or more cleaners, custodial assistants and laborers. Ability to operate a school bus is required in some jurisdictions.

Scope of Examination:

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Basic knowledge of cleaning tools and their uses

This sub-test is designed to evaluate the candidates' knowledge of various cleaning tools and equipment commonly used by Janitors/Custodians on the job.

The candidates will be presented drawings depicting various tools and equipment. The candidates will be required to recognize the tools and know their potential uses in order to answer the questions correctly.

2. Basic knowledge of tools used for minor maintenance and repair

This sub-test is designed to evaluate the candidates' knowledge of various tools and equipment. The candidates will be required to recognize tools and know their potential uses in order to answer the questions correctly.

The tools and equipment involved in this sub-test are those used in minor mechanical, electrical, plumbing and carpentry repair.

3. Basic on-the-job safety practices

This sub-test is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians.

The candidates will be presented a series of drawings, which show Janitors/Custodians performing a number of activities, which are routinely encountered on the job. The candidates will be required to recognize unsafe situations and/or identify alternative methods of performing the activities, which would improve or eliminate the safety problems.

A "Guide to Taking the Written Test for Entry-Level Custodian and Janitor Series" is attached. It is also available in

the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614, through the web-site listed at the bottom of this page, or by sending a self-addressed stamped envelope to the above address. This guide contains sample test questions similar to the questions that will be used in this written test.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the

line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: September 25, 2006



**New York State
Department of Civil Service**

Committed to Innovation, Quality and Excellence

A Guide to the Written Test

for the

Entry-Level Custodians and Janitors Series



George E. Pataki
Governor

Daniel E. Wall
Commissioner

INTRODUCTION

The New York State Department of Civil Service has developed this Guide to familiarize you with the Entry-Level Custodians and Janitors Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will likely see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Custodians and Janitors Series written test has an overall time allowance of 2 hours. The test is divided into three separate subject areas and the questions are designed to evaluate knowledge of the following:

- 1. CLEANING TOOLS AND THEIR USES:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- 2. TOOLS USED FOR MINOR MAINTENANCE AND REPAIR:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- 3. HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

The remainder of this guide explains how you are tested in each of these subject areas. A **TEST TASK** is provided for each subject. This is an explanation of how a question is presented and how to correctly answer it. Be sure to read each one carefully.

You will also be given at least one **SAMPLE QUESTION** for each subject area. It will be of the type that you will see on the actual test. The **SOLUTION** and correct answer are provided after each question. You should study the question and its solution until you understand how it works.

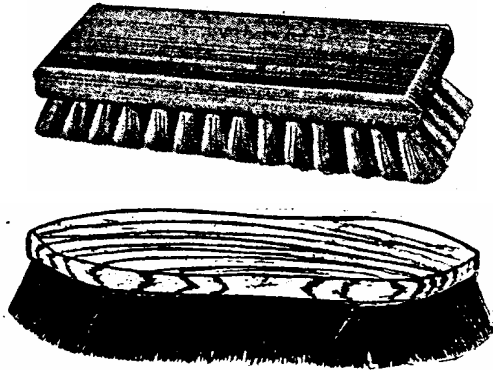
NOTE: The tools pictured in this booklet are not necessarily drawn to scale. You are expected to recognize the tools and know their proper uses in order to answer the questions.

SUBJECT AREA 1

CLEANING TOOLS AND THEIR USES: These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job.

TEST TASK: You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.

SAMPLE QUESTION:



The best use for the brushes shown above is to

- A. dust furniture
- B. scour toilet bowls
- C. wash floors
- D. clean windows

Answer is C.

SOLUTION: To answer this question you must be able to recognize the tools shown and know their uses. The brushes shown are scrub brushes. They are generally used to wash flat surfaces, such as floors (choice C). They could not properly scour curved surfaces, such as toilet bowls (choice B). They are not meant for dusting furniture (choice A), nor are they meant for cleaning windows (choice D). Choice C is therefore the correct answer.

SUBJECT AREA 2

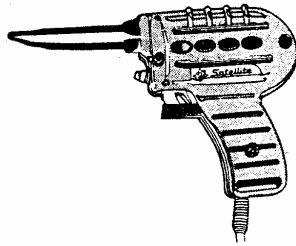
TOOLS USED FOR MINOR MAINTENANCE AND REPAIR: These questions test your knowledge of various tools and equipment.

TEST TASK: You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.

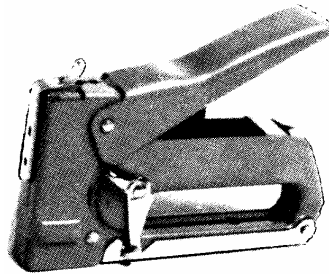
SAMPLE QUESTION:

Which one of the following would be best used to attach fiberglass insulation to wooden boards?

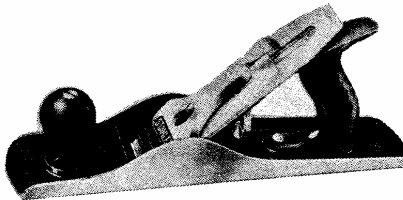
A.



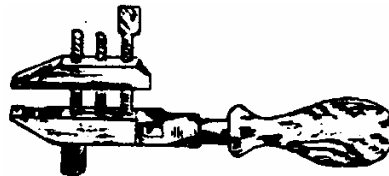
B.



C.



D.



Answer is B.

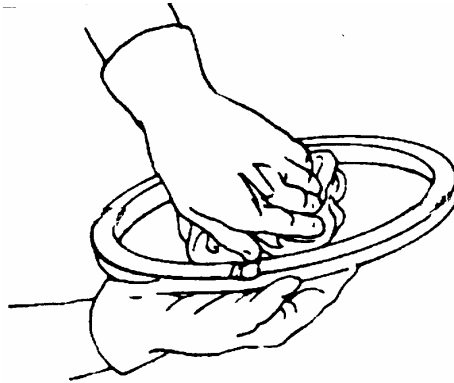
SOLUTION: To answer the question, look at each choice. Choice A is a picture of a soldering gun, which is generally used in electrical work, therefore choice A is incorrect. Choice C is a picture of a plane, a tool generally used to shave wood, therefore choice C is not the correct answer. Choice D is a picture of a clamp, a tool generally used to hold objects when cutting them, therefore choice D is an incorrect answer. Choice B is a picture of a staple gun, a tool generally used to attach materials, such as fiberglass insulation to wooden boards. Choice B is the correct answer.

SUBJECT AREA 3

HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK: These questions test your knowledge of basic proper safety and health practices in the areas of cleaning, building operation and maintenance, and other areas relevant to custodians and janitors at the entrance level.

TEST TASK: You are presented with drawings showing situations of health and safety which can be found in the work area. You will be required to recognize any unhealthy, unsafe or otherwise hazardous conditions and know how to correct them in order to answer the questions.

SAMPLE QUESTION:



Which one of the following is the most important reason why workers should wear gloves when cleaning the above soap dish?

- A. to avoid leaving fingerprints on surfaces
- B. to keep hands from smelling like soap
- C. to be able to get a better grip on things
- D. to give protection from germs and chemicals

Answer is D.

SOLUTION: To answer this question, you must know that issues of health and safety are more important than cosmetic features (choice A and B) and even than ease in doing a job (choice C). The question asks why a worker should wear gloves when cleaning the above (a picture of a soap dish).

Choices A,B,C and D are all reasons why it is good practice to wear gloves while cleaning soap dishes. The most important reason, however, is to give the worker protection from possible infection or harmful chemicals. Choice D is therefore the best answer.

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You need to be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best. There are also practical things you should do.

Before the test ...

- ? Study and review this Guide to become familiar with the sample questions.
- ? Study and review the subject areas that will be covered on the test.

On the day of the test ...

- ? Arrive at the test site on time.
- ? Come to the test prepared; bring your admission notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack and any other necessary materials. Do **NOT** bring this test guide to the test site.

During the test ...

- ? Read and follow all directions on your admission notice, test booklets, answer sheets, and Candidate Directions.
- ? Follow the Monitor's instructions.
- ? Keep track of the time.

After the test ...

- ? Do **NOT** remove any test materials from the test room and do **NOT** paraphrase, reconstruct or reproduce the test material in any way.
- ? Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State
Department of Civil Service web site
www.cs.state.ny.us



New York State
Department of Civil Service
The State Campus
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